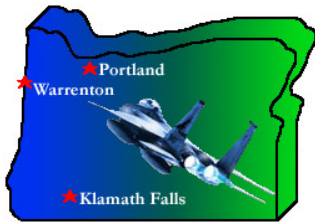


# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS-OR-AC/AGR  
P. O. Box 14350  
SALEM, OREGON 97309-5047

<http://www.orport.ang.af.mil>

## Oregon BRAC affected units encouraged to apply **STATEWIDE ACTIVE GUARD/RESERVE (AGR)** **POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NUMBER:</b> AF06-532	<b>OPEN DATE:</b> 11 May 06	<b>CLOSING DATE:</b> 01 Jun 06
<b>UNIT/LOCATION:</b> <b>142<sup>ND</sup> FW, PORTLAND IAP, PORTLAND, OREGON</b>		
<b>POSITION:</b> <b>Telecommunications Specialist</b>		
<b>PD #:</b> 80337 <b>MAX MILITARY RANK AT TIME OF HIRE:</b> TSgt / E-6 <b>PROMOTIONAL POTENTIAL BASED ON CIVILIAN GRADE COMPARABILITY (Ref. ANGI 36-101):</b> CMSgt / E-9 <b>GRADE/SERIES:</b> <b>NOTES:</b> PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS, GS-0391-09 PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.  <b>AFSC / MINIMUM ASVAB SCORE REQUIRED:</b> 3CXXX / ADMIN = 45 For additional information about ASVAB scores, reference the "Additional Information" section in this announcement and AFMAN 36-2108.		
<b>WHO MAY APPLY FOR THIS POSITION:</b> <b>THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD <u>AND</u></b> <b>THOSE OREGON MEMBERS AFFECTED BY BRAC</b>		
<b>AREA OF CONSIDERATION:</b> <b>FIRST AREA:</b> CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD <b>SECOND AREA:</b> ALL MEMBERS OF THE OREGON AIR NATIONAL GUARD OR OREGON MEMBERS AFFECTED BY BRAC		
<b>FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:</b> <b>SHOP/SECTION POC:</b> SMSgt BERNDT, 503-335-4500; DSN 638-4500 <b>UNIT HR LIAISON:</b> Ms. FETTERS, 503-335-4029, DSN 638-4029		

## DESCRIPTION OF DUTIES

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\*

This position is located in the Plans Branch of the Communications Division, Support Directorate, of an ANG Wing Flying Activity. The primary purpose of this position is to assist the Plans Manager in the accomplishment of planning, developing, managing, and enforcing approved ANG and local information technology (IT) architecture. The individual in this position will work on the development of short and long range plans, development and implementation of local information technology policy, management of IT projects, acquisition and control of IT equipment and services at a host base Flying Wing, four tenant units and one geographically separated unit. The individual in this position will also coordinate actions for plans involving information technology services and resources to include equipment, infrastructure, and personnel.

This position also requires working with outside organizations such as Logistics, Civil Engineering, Systems Telecommunications Engineering Manager at the ANG base level (STEM-B), Higher Headquarters, DOD Gateway Installations, and State agencies.

Other duties and responsibilities assigned to this position are reviewing Individual Readiness Folders (IRF), compiling information used for Status of Resources, Training Systems (SORTS) reports, preparing and presenting training for unit equipment custodians, and preparing the annual IT inventory.

The individual in this position is responsible for a wide range of duties in the process of fulfilling IT requirements for all supported organizations and customers. This involves researching, costing, tracking, coordinating, recommending, and implementing the best technical solution consistent with approved architecture and standards, and maintaining current status of requirements using an automated tracking system.

The individual in this position will be required to coordinate purchases using the IMPAC, the Base Contracting and Finance offices, commercial vendors, or other government procuring activities. Responsibilities also include initiating purchases and defining contract parameters, determining appropriate billing sources, monitoring contract performance and resolving problems with contracts, as well as performing all other duties as assigned.

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## APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES (KSAS):

### QUALIFICATIONS REQUIRED of Technicians:

**General Experience** – Experience, education, or training which demonstrates ability to understand, evaluate, and translate the needs of communications users into requirements; relate user requirements to existing technology, policies, priorities, costs and funding, and other supporting services required; identify and direct, or coordinate the actions required to provide needed services.

**Specialized Experience for Technicians** Applicants must have **36 months** experience in positions which demonstrate the following knowledge, skills, and abilities: **In addition, the KSAs below must be addressed fully on a separate attachment as part of the application process. Failure to address the KSAs may deem you not qualified for the position.**

1. Knowledge of the purpose of an organization's vision and core values.
2. Knowledge of the purpose of organizational goals and objectives.
3. Skill in verbal communication.
4. Ability to recruit new members from outside an organization.
5. Ability to develop, recommend, and implement policies and plans.
6. Knowledge of information systems policies, standards, program and project management procedures.
7. Ability to schedule and coordinate the actions required to install, staff, and maintain customer support and information systems services.
8. Ability to evaluate the needs of users and apply monetary values to those requirements.

## ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in ANGI 10-248, Air National Guard Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

## ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

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## APPLICATION INSTRUCTIONS

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*\***

**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

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### ***Current AGR members and those who wish to become an AGR must submit the following:***

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- ☐ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- ☐ Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores.
- ☐ Copy of current physical fitness assessment.

***Applicants from out of state and members transferring from another branch of service must also submit the following:***

- ☐ SF507, Addendum to Medical History, (CURRENT within 12 months)
- ☐ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- ☐ SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

AGR applicants are not required to answer the Knowledge, Skills, and Abilities (KSAs).

For Air Technicians interested in converting to AGR status: Selection for the advertised position does not constitute acceptance into the AGR program. Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section. The AGR Manager will evaluate the request against The Adjutant General's state policy to ensure compliance. The Adjutant General is the final approving authority.

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### ***Current Technicians who wish to remain in Technician status must submit the following:***

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- ☐ Optional Form 612, Application for Federal Employment, or a detailed Resume or Standard Form 171/172.
- ☐ Technicians must answer the Knowledge, Skills, and Abilities (KSAs) and explain their experience in relation to the KSAs.
- ☐ Copy of current physical fitness assessment.

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### ***IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION***

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- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

### ***MAIL APPLICATIONS TO:***

The Oregon Military Department  
JFHQ-OR-AC / AGR  
P.O. Box 14350 / 1776 Militia Way  
Salem, Oregon 97309-5047

THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

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